UNITED NATIONS

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Secretariat

ST/IC/1998/25
20 March 1998

INFORMATION CIRCULAR*

To: Members of staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in February 1998.

* Expiration date of the present information circular: 31 December 1998.

98-07304 (E) 240398

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Annex

PLACEMENT AND PROMOTION

1-28 February 1998

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PROMOTION					
Fathers, Christopher	M	DM/OCSS	DM/OCSS	P-4	QSA-41875-T-P4-001
Lebakine, Guennadi	M	OHCHR	OHCHR	P-4	UNB-28280-E-P4-010
Leonard, Sylvia	F	DM/OCSS	DM/OCSS	P-4	QSA-41875-T-P4-007
Loh, Meng-Kow	M	ESCAP	ESCAP	P-4	UNE-24540-E-P4-001
Ngoran, Yao	M	DESA	DESA	P-4	UNA-43531-E-P4-001
Nickovich, Michael	M	UNOV	UNOV	P-4	UNK-41727-E-P4-001
Rolland, Catherine	F	DM/OHRM	DM/OHRM	P-4	UNA-41848-E-P4-009
Tang, Ke-Qing	F	DGAACS	DGAACS	P-4	UNA-41722-E-P4-012
Tistounet, Eric	M	OHCHR	OHCHR	P-4	UNB-28280-E-P4-001
Abramov, Andrei	M	DM/OHRM	DESA	P-5	UNA-43801-E-P5-001
Aronson, Marie-Louise	F	DGAACS	DGAACS	P-5	UNA-41733-E-P5-005
Brandt, Juan-Carlos	M	OCPI	OCPI/UNIC	P-5	UNR-31769-E-P5-015
Burkhalter, Larry	M	ECLAC	ECLAC	P-5	UNF-26550-E-P5-001
Cable, Barry	M	ESCAP	ESCAP	P-5	UNE-24550-E-P5-002
Macfarquhar, Christopher	M	UNCTAD	UNCTAD	P-5	UND-15800-E-P5-003
Ouane, Habib	M	UNCTAD	UNCTAD	P-5	UND-15800-E-P5-001
Poliacof, Michèle	F	DPA	DPA	P-5	UNA-37112-E-P5-001
Buo, Sammy Kum	M	DPA	DPA	D-1	UNA-37121-E-D1-006
Kotov, Valeri	M	UNOG	DGAACS	D-1	UNA-41726-E-D1-001
Lin, Kuo-Chung	M	DGAACS	DGAACS	D-1	UNA-37124-E-D1-001
Pal, Mati Lal	M	OLA	OLA	D-1	UNA-38231-E-D1-003
Persaud, Compton	M	DESA	DPKO	D-1	OPA-02861-T-D1-002
Volz, Catherine	F	ODCCP	ODCCP	D-1	UNK-22450-E D1-001
Bertucci, Guido	M	DESA	DESA	D-2	UNA-52500-D2-001
Gurunlian, Jean	M	UNCTAD	UNCTAD	D-2	UND-15520-E-D2-001
Tharoor, Shashi	M	EOSG	EOSG	D-2	UNA-01112-E-D2-005
PLACEMENT					
Llamas, Felice	F	ESCWA	DESA	P-2	UNA-43531-E-P2-002
Medhurst, Paul	M	UNOG	UNOV	P-2	UNK-41874-E-P3-001
McDowall, Stella M.	F	DGAACS	UNOV	P-4	UNK-41741-E-P4-001
Hanuch, Katya	F	ECLAC	ECLAC	P-5	UNF-26800-E-P5-004

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/26
20 March 1998

INFORMATION CIRCULAR*

To: Members of staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of this information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes promotions approved in February 1998.

* Expiration date of the present information circular: 31 December 1998.

Annex

PLACEMENT AND PROMOTION

1-28 February 1998

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PROMOTION					
Boulais, Gaetane	F	DGAACS	DGAACS	G-5	UNA-41744-E-OL-107
Eid-Cavalieri, Roula	F	DM/OHRM	DM/OHRM	G-5	UNA-41849-E-OL-006
Griaznova, Maria	F	DGAACS	DGAACS	G-5	UNA-41744-E-OL-177
Martinez, Isabelle	F	DGAACS	DGAACS	G-5	UNA-37129-E-OL-002
Saint-Victor, Marie-Carmel	F	DGAACS	DGAACS	G-5	UNA-41743-E-OL-007
Villanueva, Lynette	F	DGAACS	DGAACS	G-5	UNA-41743-E-OL-005
Aly, Dahab	M	DGAACS	DGAACS	G-6	UNA-41744-E-OL-019
D'Souza, Julius	M	DM/OCSS	DM/OCSS	G-6	UNA-41875-E-OL-019
Dela Pena, Corazon	F	DHA	DHA	G-6	UNA-40111-E-OL-002
El-Badry, Essam	M	DGAACS	DGAACS	G-6	UNA-41744-E-OL-024
Garza, Magdiela	F	DGAACS	DGAACS	G-6	UNA-50681-E-OL-002
Hutchinson, Christine	F	DESA	DESA	G-6	UNA-43533-E-OL-006
Kulanusorstit, Ruby	F	DGAACS	DGAACS	G-6	UNA-37124-E-OL-004
Oca, Isolda	F	DPI	DPI	G-6	SPA-32700-E-OL-002
Platon, Olivia	F	UNSCOM	UNSCOM	G-6	QEA-01720-T-OL-015
Romero, Nelinda	F	DM/OHRM	DM/OHRM	G-6	UNA-41841-E-OL-012
Vatter, Wolfgang	M	DM/OHRM	DM/OHRM	G-6	UNA-41854-E-OL-001
Wendeborn, Peter	M	DAM/OCSS	DAM/OCSS	G-6	UNA-41873-E-OL-016
Yango, Myron	M	ICSC	ICSC	G-6	UNA-34814-E-OL-010

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/27
24 March 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: MAJOR MAINTENANCE OF CONFERENCE BUILDING ELEVATORS AT HEADQUARTERS

1. The purpose of the present information circular is to inform all staff members of the major maintenance project work scheduled for the two Conference building elevators so as to improve service.

2. The project will commence on 26 March 1998 for a duration of five months, until about mid-August 1998. The first elevator scheduled for maintenance is car 1 (floors 1B to 4), work on which is to be completed on or about 4 June 1998. Immediately thereafter, car 2 (floors 3B to 4) will be taken out of service for maintenance, which is to be completed on or about 14 August 1998. For the duration of the project, one elevator will always be available to provide uninterrupted service. To facilitate and further augment passage between floors, a nearby stairwell will be designated for this purpose, with proper sign indication.

3. An alternate route to the Delegates' Dining Room is via the escalator from the third floor of the Conference building. To avoid delays, it is suggested that staff and members of delegations use this route to gain access to the Delegates' Dining Room rather than the Conference building elevators.

4. Your full cooperation during the Conference building elevators upgrade programme is appreciated. The Office of Central Support Services regrets any inconvenience that may be caused to users during this period.

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* Expiration date of the present information circular: 31 August 1998.

98-07791 (E) 250398

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/28
25 March 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR ARABIC INTERPRETERS

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Arabic interpreters in 1998, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for Arabic interpreters will be held on 23 and 24 June 1998 in New York, Geneva, Vienna and other locations according to the number and location of qualified candidates invited to take the examination, and the availability of necessary technical equipment. The purpose of the examination is to establish a roster from which present and future vacancies for Arabic interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned in New York to fill vacancies as they occur in the Arabic Interpretation Section, Interpretation, Meetings and Publishing Division, Department of General Assembly Affairs and Conference Services, of the United Nations Secretariat. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Asia and Europe according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are

* Expiration date of the present information circular: 30 June 1999.

successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Arabic as their main language;1/

(b) Have a perfect command of Arabic and an excellent knowledge of English and/or French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Arabic is the language of instruction and have 200 days of experience as conference interpreters, or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Arabic, provided he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Arabic, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

7. The examination will consist of two parts:

(a) Simultaneous interpretation into Arabic from recordings of four speeches delivered in English or French (approximately 5 to 10 minutes per recording). Candidates may opt to interpret into Arabic from both English and French if so desired. Only the candidate's scores in the language in which he/she performed higher will be taken into account in the marking;

(b) Simultaneous interpretation into English or French from recordings of four speeches delivered in Arabic (approximately 5 to 10 minutes per recording).

Candidates may opt to interpret into both English and French from Arabic if so desired. Only the candidate's scores in the language in which he/she performed higher will be taken into account in the marking.

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the second half of September 1998. The Board will interview the selected candidates to assess general interests, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the Arabic Interpretation Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as Arabic interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

Those staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 15 May 1998, to:

1998 Competitive Examination for Arabic Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575E
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 15 May 1998, the deadline for receipt of applications in the Specialist Services Division, OHRM.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1998 COMPETITIVE EXAMINATION FOR ARABIC INTERPRETERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institutions (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Certificate or equivalent 6/	Main field of study

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any.

I have read information circular ST/IC/1998/28 and I understand that, if I am successful in the competitive examination for Arabic interpreters and recommended for inclusion in the roster, my assignment as an Arabic interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ Signature: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Arabic is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DGAACS, DESA, ECE, UNCTAD, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Arabic as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1998/28.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

ST

Secretariat

ST/IC/1998/29
27 March 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR ENGLISH INTERPRETERS

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for English interpreters in 1998, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for English interpreters will be held on 15 and 16 July 1998 in New York, Geneva, Vienna and other locations according to the number and location of qualified candidates invited to take the examination, and the availability of necessary technical equipment. The purpose of the examination is to establish a roster from which present and future vacancies for English interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination. Staff members who pass the examination and are selected for inclusion in the roster will be assigned to fill vacancies in New York as they occur in the English Interpretation Section, Interpretation, Meetings and Publishing Division, Department of General Assembly Affairs and Conference Services, of the United Nations Secretariat. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Asia and Europe according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are

* Expiration date of the present information circular: 31 July 1999.

successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language;[1]

(b) Have a perfect command of English, an excellent knowledge of French as well as an excellent knowledge of Russian and/or Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the language of instruction and have 200 days of experience as conference interpreters, or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

7. The examination will consist of two parts:

(a) Simultaneous interpretation into English from recordings of four speeches delivered in French (approximately 5 to 10 minutes per recording);

(b) (1) Simultaneous interpretation into English from recordings of four speeches delivered in Russian (approximately 5 to 10 minutes per recording);

OR

(2) Simultaneous interpretation into English from recordings of four speeches delivered in Spanish (approximately 5 to 10 minutes per recording);

(3) Candidates have the option of simultaneous interpretation into English from recordings of four speeches in Russian AND four speeches in Spanish (approximately 5 to 10 minutes per recording). For such candidates, only the candidates' scores in the language (Russian or Spanish) in which they performed best would be taken into account in the marking.

8. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the second half of October 1998. The Board will interview the selected candidates to assess general interests, professional experience, knowledge of the United Nations and of current events, personality, willingness to serve at any duty station, adaptability to the prevailing working conditions in the English Interpretation Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as English interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

Those staff members on fixed-term appointment who complete the trial period successfully will be considered for permanent appointment under the provisions of General Assembly resolution 51/226 on the granting of career appointments.

12. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 15 May 1998, to:

1998 Competitive Examination for English Interpreters
Specialist Services Division
Office of Human Resources Management
Room S-2575E
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 15 May 1998, the deadline for receipt of applications in the Specialist Services Division, OHRM.

Notes

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1998 COMPETITIVE EXAMINATION FOR ENGLISH INTERPRETERS[1]

INDEX NO.[2] /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office[3] _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language?[4] /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages[5]

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institutions (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications[6]

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree[6] or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent[6]	Main field of study

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any.

I have read information circular ST/IC/1998/29 and I understand that, if I am successful in the competitive examination for English interpreters and recommended for inclusion in the roster, my assignment as an English interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____ Signature: _____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

/...

Notes

[1] Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

[3] Please indicate Department/Office, e.g., DGAACS, DESA, ECE, UNCTAD, UNOG, UNOV or other (specify).

[4] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/1998/29.

[6] Give exact name and title in original language. Do not translate or equate.

UNITED NATIONS

ST

Secretariat

ST/IC/1998/30
31 March 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: OFFICIAL HOLIDAYS

1. At its 82nd plenary meeting, on 31 March 1998, the General Assembly, on the recommendation of the Fifth Committee and reiterating its resolution 52/214 A of 22 December 1997, decided that the United Nations official holidays shall be set at ten days, in order to observe the two holidays of Eid Al-Fitr and Eid Al-Adha at the United Nations headquarters and other United Nations duty stations.

2. As from 31 March 1998, therefore, staff at all duty stations are to observe the two holidays of Eid Al-Fitr and Eid Al-Adha. This year, Eid Al-Adha falls on 7 April.

3. The remaining eight official holidays should be decided upon at each duty station, after consultation with staff.

4. The Secretary-General expects all staff and programme managers to ensure that all mandates are implemented in a timely manner and to make any adjustments required.

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* Expiration date of the present information circular: 31 December 1998.

98-09166 (E) 010498

UNITED
NATIONS

ST

Secretariat

ST/IC/1998/31
2 April 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: OFFICIAL HOLIDAYS AT UNITED NATIONS HEADQUARTERS IN NEW YORK

1. The designation of official holidays for 1998 contained in information circular ST/IC/1998/10 has been revised, after consultation with staff representatives in New York, to reflect the decision adopted by the General Assembly on 31 March 1998, and communicated to all Secretariat staff in information circular ST/IC/1998/30.

2. For 1998, given that many staff members have already made plans to take the Friday preceding Easter Sunday (10 April 1998) as an official holiday, the 10 official holidays observed in New York will be as follows:

1 January	New Year's Day
29 January	Eid Al-Fitr
16 February	President's Day
7 April	Eid Al-Adha
10 April	Friday preceding Easter Sunday
25 May	Memorial Day
3 July	Fourth of July observance
7 September	Labour Day
26 November	Thanksgiving Day
25 December	Christmas Day

3. The list of official holidays for subsequent years will be established after consultation with staff.

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* Expiration date of the present information circular: 31 December 1998.

98-09183 (E) 010498

UNITED NATIONS

ST

Secretariat

ST/IC/1998/32
1 April 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: RATES OF REIMBURSEMENT FOR TRAVEL BY PRIVATE MOTOR VEHICLE**

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and Territories for travel by private motor vehicle, effective 1 March 1998, as set out in the annex to this circular.

2. The present circular supersedes information circular ST/IC/1998/9 of 21 January 1998.

* The present circular will be in effect until further notice.

** Personnel Manual index No. 7111.

98-09098 (E) 090498 130498

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Annex

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Anguilla
United States of America

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Angola
Antigua and Barbuda
Australia
Barbados
Bhutan
Brazil
British Virgin Islands
Canada
Cayman Islands
Chile*
Comoros
Cook Islands
Costa Rica
Côte d'Ivoire*
Djibouti
Dominican Republic
El Salvador
Fiji
Guinea
Honduras
Kenya
Kiribati
Kuwait
Macau
Malawi*
Mauritius
Mexico*
Mongolia
Montserrat
Morocco
New Caledonia
Niger*
Panama
St. Kitts and Nevis
Saint Lucia
St. Vincent and the Grenadines
Sierra Leone
Sri Lanka
Tunisia
Turkey*
United Republic of Tanzania

Europe: All countries in Europe except those listed in groups II, IV or V.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Cameroon
Central African Republic
Chad
Croatia
Democratic People's Republic of Korea
Democratic Republic of the Congo
Dominica
Equatorial Guinea*
Gambia
Grenada
India
Mali
Malta
Nicaragua
Niue
Senegal
Seychelles
Singapore
Slovenia
South Africa
Vanuatu
Viet Nam

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* Indicates a change in the grouping.

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Argentina
Austria
Belarus
Belgium
Cuba
Denmark
Finland
France
Germany
Greece
Hong Kong, China
Iceland
Ireland
Italy
Jamaica
Japan
Mauritania
Netherlands
Norway
Portugal
Spain
Sweden
Switzerland
The West Bank and The Gaza Strip
United Kingdom of Great Britain and Northern Ireland
Uruguay

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/33
13 April 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: TAKE OUR DAUGHTERS TO WORK DAY - 23 APRIL 1998

1. On Thursday, 23 April 1998, the United Nations Secretariat, in cooperation with the United Nations Children's Fund, the United Nations Development Programme, the United Nations Development Fund for Women, the United Nations Population Fund, the United Nations Staff Committee and the Group on Equal Rights for Women will jointly celebrate Take Our Daughters to Work Day from 9 a.m. to 12.30 p.m. in the General Assembly Hall.

2. All staff are invited to participate with their daughters aged 9 to 15. There will be no organized activities for girls younger than 9 years old. To the extent possible, all girls should be pre-registered. However, late registration will begin at 9 a.m. outside the General Assembly Hall. A range of different activities are planned throughout the morning. Parents are requested to bring their daughters and guests to the General Assembly Hall no later than 9 a.m. and to pick them up at the General Assembly Hall before 12.30 p.m. It is suggested that the children spend the rest of the afternoon with their parents/mentors observing and participating in their work environment.

3. Bearing in mind the importance of this day for our daughters, who will become the managers and decision makers of the future, supervisors are encouraged to exercise maximum flexibility.

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* Expiration date of the present information circular: 30 April 1998.

98-10142 (E) 150498

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/34
16 April 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: RATES OF DAILY SUBSISTENCE ALLOWANCE AT HEADQUARTERS, GENEVA AND VIENNA**

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3 on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.

2. The schedule set out in the annex replaces the schedule in information circular ST/IC/1998/11 of 23 January 1998.

* The present circular will be in effect until further notice.

** Personnel Manual index No. 7145.

98-10599 (E) 200498

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Annex

RATES OF DAILY SUBSISTENCE ALLOWANCE AT HEADQUARTERS, GENEVA AND VIENNA

	Headquarters[a] (in US$ per day)		Geneva[b] (in SwF per day)	Vienna[c] (in AS per day)
(a) First 60 days, consecutive or otherwise, at the temporary duty station:	First 30 days	Next 30 days		
Under-Secretary-General or Assistant Secretary-General	385	328	389	3 110
D-1 and D-2	316	269	320	2 550
All other staff	275	234	278	2 220
(b) During the next 60 days, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	238		270	2 170
All other staff	183		208	1 670
(c) After 120 days, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	178		216	1 730
All other staff	137		166	1 330

[a] Effective 1 April 1998.

[b] Effective 1 February 1995.

[c] Effective 1 February 1997.